

**Lowestoft Town Council**  
**Meeting of the Finance and Governance Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**18:00 on 11 July 2019**

**MINUTES**

**Present:** Cllrs Neil Coleby, Amanda Frost, Alan Green (Chair), Jacqueline Hardie, Andy Pearce, Graham Parker, Alice Taylor and David Youngman

**In Attendance:** Shona Bendix (Clerk) and Lauren Elliott (Committee Clerk)

**Public:** There were two members of the public in attendance

**35. Welcome**

The fire evacuation procedure and public right to report were explained and the meeting was welcomed.

**36. Receipt and consideration of acceptance of apologies for absence**

There were none.

**37. Declarations of Interests and dispensations**

There were none.

**38. Consideration of the accuracy of the Minutes:**

13 June 2019 – Accepted as accurate. Proposed by Cllr Hardie; seconded by Cllr Taylor; all in favour.

**39. Public Forum**

The members of the public in attendance did not wish to make any comments at this stage in the meeting.

**40. Noting an amendment to the Committee membership**

It was noted that, following the approval of Full Council, Cllr Coleby is now a member of the Finance and Governance Committee.

**41. Consideration of risk management and compliance, including the following:**

**41.1 Compliance, including the following:**

It was reported that an individual has begun trading at the Links Road car park. The Clerk has sought advice from East Suffolk Council's Licencing Department and has been advised that the person needs to be covered by the appropriate trading licence. If this is not in place they will need to be given notice to cease trading. If the licence is in place its validity will need to be verified, but in any event Lowestoft Town Council would need to give permission as consultee and owner before a licence is granted. The pre-existing East Suffolk Council policy is that traders are not permitted to trade in a public car park. The Finance and Governance Committee recommend that this policy is extended to Lowestoft Town Council and Full Council will need to decide whether to continue this policy for the time being.

New website accessibility regulations are coming into force, which will affect public bodies. The Clerk and Communications Assistant are undertaking training on 22 July, regarding the new requirements. A company who provide website health checks free of charge has been requested to assess the Town Council's website and provide a report. The website provider has been contacted to check compliance and confirm what measures are being taken.

One of the Town Council's tenants is obligated under the lease to provide community events on Town Council land. The tenant is seeking written consent that, for this year only, those events can be delivered through The Ness project, which provides events linked to The Ness and Ness

# Lowestoft Town Council

## Meeting of the Finance and Governance Committee

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

18:00 on 11 July 2019

Point. It was clarified the events would be taking place on land covered by event licences and where ownership is not disputed.

Cllr Coleby proposed a recommendation to Full Council to allow the tenant to deliver the obligation to provide events through The Ness project for this year only, on the understanding that the tenant is aware the obligation will continue next year and arrangements must be in place; seconded by Cllr Frost; all in favour.

41.1a Plumbing and compliance relating to Community Halls (confidential) – To be discussed during the confidential session.

### 41.2 Condition Surveys, including the following:

41.2a The implications of the Full Council decision not to progress the 2018-19 and 2019-20 condition surveys – The Clerk as Responsible Financial Officer (RFO) requested that the Finance and Governance Committee consider this matter and make a recommendation to Full Council if agreeable. A meeting paper explaining why the Town Council commissions condition surveys and the implications of not doing so was distributed at the meeting. The Facilities and Contracts Manager (FCM) has been asked to ensure the Council has a cyclical programme of condition surveys for its assets. The usage and type of site has been considered to determine the level of risk and thus how frequently condition surveys should be completed. It has been over two years since the Town Council took ownership of these assets and up to date information is essential for the budget-setting process and to ensure no implications regarding health and safety and insurance. A table has been produced to identify when condition surveys are due at each of the sites. It shows that many sites are now due a survey, regardless of whether one was previously completed by East Suffolk Council or not. Quotes have been sought for the surveys due in 2018 – 19 and 2019 – 20, the lowest of which is £6,500. It was queried why some of the sites are on a three year cycle, when East Suffolk Council had a five year cycle. Further information will be sought from the FCM as to how the frequency of the condition survey cycles has been determined. It was suggested that a joint working party could be established with Waveney Norse to review the condition of the assets. Waveney Norse are not responsible for all the Town Council's buildings but it was agreed their expertise and advice might be beneficial. A freedom of information request has been submitted to East Suffolk Council for all the deed packets and historical data relating to all of the Town Council's assets.

Cllr Taylor proposed a recommendation to Full Council that the condition surveys be progressed at an anticipated cost of £6,500, but with a delegated budget of £10,000 to the Clerk, and for all expenditure to be reported and recorded. It was further recommended that the condition surveys be expanded to cover infrastructure issues, such as retaining walls, and that the surveys include details of any anticipated longer term issues and costs; seconded by Cllr Coleby; all in favour.

### 42. Noting any updates on banking

Everything has now been received to enable use of the Lowestoft Town Council credit cards.

### 43. Budget:

43.1 Monitoring the budget for 2019-20 – There has been a request for plaques to identify the Sparrows Nest Charter Tree, Belle Vue Park Poppy Garden and Kensington Gardens Holocaust Memorial Tree, and wherever else the Council deems appropriate. This falls outside of the budget for heritage plaques. It is understood the plaques would cost between £40 - £50 plus VAT each, with stands costing approximately £40 each and approximately £20 to dig in and secure each one. It was suggested this expenditure could be met from the Parks Development budget.

Cllr Coleby proposed referring this matter to the Parks Working Group to investigate further and provide a recommendation for plaques from that budget; seconded by Cllr Hardie; all in favour.

**Lowestoft Town Council**  
**Meeting of the Finance and Governance Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**18:00 on 11 July 2019**

The budget monitoring paper was distributed to Councillors at the meeting. There was a request for it to be colour coded in future, to allow and quicker and easier review of it. In particular for budget headings to be highlighted where overspend is anticipated.

The members of the public in attendance at the meeting were interested in item 45.2 so it was agreed to consider that item next:

- 45.2 Consideration of a grant application from the Sparrows Nest Bowls Club for £3,782 – It was noted that the application covers anticipated costs for coaching sessions at the site. The Committee was reminded that the criteria for grant applications from sports clubs stipulates that the amount applied for must not exceed the maximum amount of income paid in fees to Lowestoft Town Council, based on last known actuals, and the club must demonstrate how it has increased its membership or improved its facilities. Representatives from Lowestoft Town Council met recently with representatives from the Sparrows Nest Bowls Club, and the club confirmed that they had increased their membership. There has been an ongoing query as to whether coaching sessions were, or should have, been included in the fees payable by sports clubs. Waveney Norse have advised there was no previous agreement for coaching sessions to be offered free of charge, but the Sparrows Nest Bowls Club have advised that they had an agreement to this effect with Waveney District (now East Suffolk) Council. It was noted that acceptance of this grant application would mean acceptance of the application of charges for coaching sessions. The Council has confirmation that Sparrows Nest Bowls Club paid £2,227.50 in fees in 2017. Using the Council's formulae of calculating this year's fees (dividing the fee paid in 2017 by 5.50 and multiplying by 6), the known sum payable this year would be £2,249.46. It was suggested that a grant for this sum could be awarded, with any extra sum to be considered during the next grant awarding round in December, should any new information come to light. Cllr Pearce proposed that the figure of £2,249.46 be awarded to the Sparrows Nest Bowls Club as a grant at this time, with a recommendation to Full Council that there is an agreement in principle to consider a recalculated figure in December, based on actual usage, but with no guarantee that it will be awarded; seconded by Cllr Coleby; all in favour.
- The leisure fee policy is to be reviewed as part of the budget-setting process. It was suggested that an annual fee could be considered, rather than an hourly rate.

- 43.2 Noting any bank reconciliations – It was noted that Cllr Ardley will be completing the bank reconciliations for May and June tomorrow.
- 43.3 Noting current expenditure on grants – A spreadsheet was provided to Councillors at the meeting and this was noted.

**44. Payments:**

- 44.1 Noting any payments made and consider payments for authorisation (schedule) – This was distributed to Councillors at the meeting, as follows:

**Expenditure July 2019**

<b>Date</b>	<b>Payment to</b>	<b>Description</b>	<b>Amount</b>
1 <sup>st</sup> July 2019	East Suffolk Council	Links Road Car Park Business Rates	£184.00
1 <sup>st</sup> July 2019	East Suffolk Council	Sparrows Nest Bowls Business Rates	£108.00
1 <sup>st</sup> July 2019	East Suffolk Council	Pakefield Street PC Business Rates	£120.00

**Lowestoft Town Council**  
**Meeting of the Finance and Governance Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**18:00 on 11 July 2019**

1 <sup>st</sup> July 2019	East Suffolk Council	Kensington Gardens PC Business Rates	£206.00
1 <sup>st</sup> July 2019	EPBS	Hamilton House IT service charge June to September 2018	£4306.00 + £861.20 VAT = £5167.20
1 <sup>st</sup> July 2019	Marina Theatre Trust	Marina Theatre management fee Q2	£37500.00 + £7500.00 VAT = £45000.00
1 <sup>st</sup> July 2019	Npower	Sparrows Nest Electricity April	£65.11 + £3.26 VAT = £68.37
1 <sup>st</sup> July 2019	Waveney Norse	Re-instate Denes Oval Ceiling	£6351.85 + £1270.37 VAT = £7622.22
1 <sup>st</sup> July 2019	Lowestoft in Bloom	Roller banner and polo shirts grant	£216.95
1 <sup>st</sup> July 2019	Lowestoft Art Group	Community Art Sessions Grant	£395.00
1 <sup>st</sup> July 2019	Npower	Sparrows Nest Electricity April	£154.17 + £7.71 VAT = £161.88
1 <sup>st</sup> July 2019	Pearce and Kemp	Triangle Market Electric Inspection	£105.00 + £21.00 VAT = £126.00
1 <sup>st</sup> July 2019	Realise Futures	Community Bench Grant	£971.40
1 <sup>st</sup> July 2019	Npower	Kensington Gardens Electricity April and May	£23216.9306.60 + £10.33 VAT =
1 <sup>st</sup> July 2019	Top Cats	Community Lunch Grant	£500.00
1 <sup>st</sup> July 2019	St Johns Ambulance	First Aid and Medical Cover 6/6/19	£96.00 + £19.20 VAT = £115.20
1 <sup>st</sup> July 2019	Gazprom Energy	Denes Oval Gas May	£37.41 + 31.87 VAT = £39.28
1 <sup>st</sup> July 2019	Npower	Sparrows Nest Electricity April	£225.93 + £11.30 VAT = £237.23
1 <sup>st</sup> July 2019	Gazprom Energy	Town Hall Gas May	£94.81 + £4.74 VAT = £99.55
1 <sup>st</sup> July 2019	Super Swing Big Band	6/6/19 Event	£400.00
4 <sup>th</sup> July 2019	Suffolk Pension Fund	Pensions June 2019	£4639.24

**Lowestoft Town Council**  
**Meeting of the Finance and Governance Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**18:00 on 11 July 2019**

**Income Received July 2019**

Date	Description	Amount
11 <sup>th</sup> July 2019	Market Income 21 <sup>st</sup> June and 28 <sup>th</sup> June 2019	£167.00

**Payment to authorise**

100 black lanyards custom printed with the LTC logo and 100 plastic card holders - £126 + £25.20 VAT = £151.20 from IDCBand.com

A budget of up to £200 for a Meeting audio recorder

Cllr Taylor proposed approval of the payment of £151.20 for 100 lanyards; seconded by Cllr Pearce; all in favour.

Cllr Taylor proposed approval of the expenditure of up to £200 for a meeting audio recorder; seconded by Cllr Pearce; all in favour.

The income and expenditure reports were noted.

44.2 Noting expenditure and income reports for the month ending 30 June 2019 and July 2019 to date (schedule) – July's reports were considered as part of item 44.1. June's reports were presented as follows:

**Expenditure June 2019**

Date	Payment to	Description	Amount
5 <sup>th</sup> June 2019	Larch Cottage Nurseries	Plants for Kensington Gardens	£190.88 + £38.18 VAT = £229.06
5 <sup>th</sup> June 2019	Urban Vision Enterprise CIC	NH Plan Fees 18-19	£4,175.44
5 <sup>th</sup> June 2019	Pearce and Kemp	Electric Testing NP Changing Room	£175 + £35 VAT = £210
5 <sup>th</sup> June 2019	Gazprom Energy	Denes Oval Gas April 19	£37.41 + £1.87 VAT = £39.28
5 <sup>th</sup> June 2019	Anglia Locksmiths	Whitton Hall fire door replace	£1,597 + £319.40 = £1,916.40
5 <sup>th</sup> June 2019	Suffolk Cloud	Web hosting 19 – 20	£100
5 <sup>th</sup> June 2019	Waveney Norse Ltd	Movement and opening safe	£214.80
5 <sup>th</sup> June 2019	Gazprom Energy	Town Hall gas April 2019	£91.76 + £4.59 VAT = £96.35
5 <sup>th</sup> June 2019	Pearce and Kemp	Sparrows Nest electric test	£45 + £9 VAT = £54
5 <sup>th</sup> June 2019	Pearce and Kemp	Kensington Garden PC electric test	£105 + £21 VAT = £126
5 <sup>th</sup> June 2019	Pearce and Kemp	Gunton Meeting Hall electric test	£455 + £91 VAT = £546
5 <sup>th</sup> June 2019	Nicholsons Solicitors	Marina Theatre legal advice	£205.83 + £41.17 = £247
5 <sup>th</sup> June 2019	Nicholsons Solicitors	Nicholsons Solicitors	£554.16 + £110.83 VAT

# Lowestoft Town Council

## Meeting of the Finance and Governance Committee

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

18:00 on 11 July 2019

			= £664.99
5 <sup>th</sup> June 2019	Nicholsons Solicitors	North Denes Legal Advice	£386.33 + £77.27 VAT = £463.60
5 <sup>th</sup> June 2019	Metro Rod Ltd	Sparrows Nest block survey	£570 + £114 VAT = £684
5 <sup>th</sup> June 2019	NABMA	NABMA Subscription	£358
5 <sup>th</sup> June 2019	Inspiration Trust	DofE Grant	£2,000
5 <sup>th</sup> June 2019	Need2Store	Civic Artefact Storage May	£200 + £40 VAT = £240
5 <sup>th</sup> June 2019	East Point Business Services	Kitchen Worktop	£733 + £146.60 VAT = £879.60
5 <sup>th</sup> June 2019	Sarah Foote	April and May reimbursement	£159.32
5 <sup>th</sup> June 2019	Mark Speller	Mileage reimbursement	£11.25
5 <sup>th</sup> June 2019	Mark Speller	Travel reimbursement	£18.27
5 <sup>th</sup> June 2019	Pearce and Kemp	Whitton Hall electric test	£455 + £91 VAT = £546
5 <sup>th</sup> June 2019	Rialtas Business Solutions Ltd	RBS Year End 18 – 19	£1,115.73 + £223.15 VAT = £1,338.88
6 <sup>th</sup> June 2019	Suffolk Pension Fund	Pensions May 19	£4,615.29
7 <sup>th</sup> June 2019	Npower	April electric Town Hall	£273.41 + £13.67 VAT = £287.08
7 <sup>th</sup> June 2019	Direct Tech	Pipe repair work BVP and TM PC	£276 + £55.20 VAT = £331.20
7 <sup>th</sup> June 2019	Nicholsons Solicitors	Hamilton House legal advice	£1,013.33 + £202.67 = £1,216
7 <sup>th</sup> June 2019	Npower	Triangle Market elec April 19	£299.79 + £14.99 VAT = £314.78
7 <sup>th</sup> June 2019	Darren D Breeze Woodturning	KG Columns work	£2,200
7 <sup>th</sup> June 2019	BlueSky Project Services Ltd	Town Hall aerial survey	£610 + £122 VAT = £732
17 <sup>th</sup> June 2019	Lloyds Bank	Credit card monthly charge	£6
19 <sup>th</sup> June 2019	HMRC	HMRC May 2019	£1,371.89
21 <sup>st</sup> June 2019	Salaries	Salaries June 2019	£10,261.34
21 <sup>st</sup> June 2019	Land Registry	Land Registry searches	£18
26 <sup>th</sup> June 2019	S. Harvey & Son Builders Ltd	Kensington Gardens pillar work	£855 + £171 VAT = £1,026
26 <sup>th</sup> June 2019	Groundwork UK	N.Plan grant refund	£94.19
26 <sup>th</sup> June 2019	Pearce and Kemp	Town Hall electric tests	£2,160 + £432 VAT = £2,592
26 <sup>th</sup> June 2019	Broadland Security Alarms	Town Hall Alarm 2019-20	£352.87 + £70.57 VAT = £423.44
26 <sup>th</sup> June 2019	Pearce and Kemp	Sparrows Nest Pond elec works	£258.47 + £51.69 VAT = £310.16
26 <sup>th</sup> June 2019	NALC	NALC Conference x7	£1,849.68 + £369.95 = £2,219.63
26 <sup>th</sup> June 2019	Npower	Sparrows Nest elec April	£30.82 + £1.54 VAT = £32.36
26 <sup>th</sup> June 2019	Need2Store	Civic Artefact storage	£200 + £40 VAT = £240

**Lowestoft Town Council**  
**Meeting of the Finance and Governance Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**18:00 on 11 July 2019**

		June 19	
26 <sup>th</sup> June 2019	Sarah Foote	Cllr training and office reimbursements	£186.01 + £7.49 VAT = £193.50
30 <sup>th</sup> June 2019	Unity Trust Bank	Bank charges	£42.15

**Income Received June 2019**

<b>Date</b>	<b>Description</b>	<b>Amount</b>
1 <sup>st</sup> June 2019	Tenant income	£213.16
18 <sup>th</sup> June 2019	Market income May and June	£394.50
25 <sup>th</sup> June 2019	Tenant income	£5,000

The schedules were noted.

**45. Leisure Fees:**

- 45.1 Consideration of whether to make exceptions to the charges for the use of leisure facilities for 2019-20 – This was covered during the discussion of item 45.2 earlier in the meeting.
- 45.2 Consideration of a grant application from the Sparrows Nest Bowls Club for £3,782 – This item was brought forward and discussed earlier in the meeting.

**46. Consideration of the following items relating to income:**

- 46.1 Noting the income reports for the month ending 30 June 2019 and July 2019 to date – These were reviewed and noted earlier in the meeting.
- 46.2 CiL and S.106 payments – It was queried whether funding for the renovation work to the Nightingale Road play area, up to £35,000, and the additional piece of equipment at Stoven Close, up to £15,000, were to come from Lowestoft Town Council funds or CiL and S.106. This will be looked into and clarified. It was suggested that the Parks Working Group could look at which play area should be the next focus, and any CiL funding which may be available.
- 46.3 Receipt of any updates on any financial funding streams affecting Council assets, including:  
 46.3a Management of the Historic England grant for the Town Hall – Following a tender process, a company has been selected to complete the feasibility study, which will also include the area surrounding the Town Hall.
- 46.4 An analysis of room hire at Hamilton House – A spreadsheet was distributed to Councillors at the meeting. The Chair expressed disappointment that only half of the Lowestoft Town Councillors attended the Councillor training sessions. It was requested that the Risk Management Policy is amended to make training mandatory each time a Councillor is elected or re-elected. It was suggested that one-to-one training should be offered to any co-opted Councillors. This will be considered by Full Council.

**47. Legal:**

- 47.1 Receipt of an update on any relevant legal issues (confidential) – To be discussed during the confidential session.
- 47.2 Consideration of any progress with the lease for the first floor of Hamilton House (confidential) – To be discussed during the confidential session.
- 47.3 Consideration of the Supplemental Agreement between East Suffolk Council, The Marina Theatre Trust and Lowestoft Town Council, and governance arrangements for the Marina Theatre (confidential) – To be discussed during the confidential session.
- 47.4 Consideration of Land Registry issues (confidential) – To be discussed during the confidential session.

**Lowestoft Town Council**  
**Meeting of the Finance and Governance Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**18:00 on 11 July 2019**

**48. Consideration of other financial matters including**

48.1 Planned and urgent works on assets – The Marina Theatre has raised two issues regarding ownership permissions for the Town Council to consider, subject to any other consent which may be required. The proposed works will be at no cost to the Town Council. Kittiwakes are nesting at the front of the building. The Theatre would like to put up an acrylic panel to discourage the birds from nesting there again, though it has been confirmed that no action will be taken whilst the current nesting birds are there. On the first floor of the box office building, the Theatre would like to re-partition one of the rooms to provide a storage space, making other rooms available for hire and meeting space.

Cllr Coleby proposed a recommendation to Full Council to approve the works proposed by the Marina Theatre, subject to any planning permission and the Theatre making enquiries to ensure that the acrylic panels will not be harmful to wildlife in any way; seconded by Cllr Taylor; all in favour.

It was queried whether there has been any update with the Marina Theatre's request to replace the heaters in its dressing rooms. It is understood that the FCM has asked the Theatre to obtain three quotes.

48.2 A policy for tablets for Councillors – Security arrangements are being progressed with East Coast Community Healthcare. The quote has been amended slightly but is still within the budget set by the Council. Cases will be included with the tablets but it is not known whether these are the cases which also act as a stand for the tablet. The Clerk will check this. A draft policy was distributed to Councillors at the meeting.

Cllr Coleby proposed a recommendation to Full Council to accept the Tablet Policy; seconded by Cllr Taylor; all in favour.

48.3 A sponsorship policy – This is being produced and will be presented a future meeting.

48.4 Establishing a monthly market – This has also been considered by the Assets, Inclusion and Development (AID) Committee. A draft policy and traders' pack has been circulated. The proposed charge will be £10 per stall or £150 to hire the entire Triangle Market area. This will be paid through Eventbrite, to eliminate cash handling. The Council has not set a budget for the monthly markets and it was queried whether a budget for advertising should be agreed, through the events budget. It was agreed that the Events and Communications Sub-Committee could consider this in more detail. It was suggested that the Council should ensure that the proposed Christmas Market is widely advertised.

48.5 Any recommendations from the Assets, Inclusion and Development Committee regarding working with Sentinel Leisure Trust to deliver the 'Ping!' project in Lowestoft –

*The members of the public left the meeting 19:11*

The AID Committee made a recommendation to Full Council to decline this offer.

48.6 Consideration of a proposal report from Sentinel Leisure Trust (confidential) – To be discussed during the confidential session.

48.7 Establishing reserves for tree liabilities – This is ongoing and there were no updates for consideration.

48.8 The following matters relating to The Ness:

48.8a The cost of public conveniences – A Feasibility Study has been produced by East Suffolk Council, which was circulated ahead of the meeting. At the AID Committee meeting it was agreed that a Toilet Strategy Working Group should be set up and it was agreed that they should consider this in more detail and make recommendations.

48.8b The implications of the Noise Management Plan – This is being planned for The Ness to avoid issues with the design and the location of events. It should inform what activities are acceptable at the site.

48.8c The implications of the Traffic Management Plan – A traffic survey of Whapload Road has been completed, which shows there is a high level of fast-moving traffic. Suffolk County



# Lowestoft Town Council

## Meeting of the Finance and Governance Committee

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

18:00 on 11 July 2019

Council Highways are receptive to requests for a pedestrian crossing and have been provided with figures of projected footfall between Sparrows Nest and The Ness.

48.9 The following matters relating to the Kensington Gardens Ammunition Bunker:

48.9a Approving the change of locks and associated cost – Cllr Taylor proposed that the locks are changed, within a maximum budget of £200; seconded by Cllr Pearce; all in favour.

48.9b A hire and charges policy – This is being progressed and the Clerk encouraged Councillors to email her with any views they have to inform the policy. It was suggested that the ‘pop-up’ element of the venue should be made clear, and long-term hiring of it should be prohibited. It was suggested that a maximum hire period of three months could be considered, but that a minimum hire period should also be considered. It was queried whether the Town Council should provide battery-powered LED lighting. It was agreed this is something which could be considered in the future if necessary. Anyone hiring the space will need to provide evidence of public liability insurance.

48.10 Whether to hold a Chairs Workshop training event, and whether to extend this to other Waveney area Parish Councils – It was suggested this should also be offered to Deputy Chairs, prospective Chairs and any other Councillors who may be interested.

Cllr Coleby made a proposal to hold a Chairs Workshop, an invitation to which will be extended to all Councillors, including those from other Waveney area Parish Councils, to whom a charge will be applied of no more than £10 per head; seconded by Cllr Taylor; all in favour.

48.11 Storage of deed packets for Lowestoft Town Council’s assets – In addition to deed packets from East Suffolk Council, the Town Council also has civic artefacts in storage and potentially further artefacts from CEFAS. It is not known how much space will be required to store all of these items but enquiries continue to be paid with East Coast Community Healthcare regarding additional storage space at Hamilton House and the cost. It has been requested that East Suffolk Council sends across the deed packets to the Town Council as they become available.

48.12 Participation in Suffolk Highways’ Community Self Help Scheme – The Committee was asked to make a recommendation to Full Council whether to pursue this and if so how it is dealt with.

Cllr Coleby proposed a recommendation to Full Council to decline Lowestoft Town Council’s participation in the Community Self Help Scheme; seconded by Cllr Taylor; all in favour.

### 49. Date of the next meeting

Thursday 8 August 18:00

### 50. Items for the next Agenda

It was requested that arrangements be made for a meeting of the Key Performance Indicators (KPI) Working Group, regarding the Waveney Norse contract. An invitation to join this Working Group will be extended to all Councillors.

It was queried who is responsible for public conveniences on the seafront near the beach huts. It was suggested that any issues be reported to Sentinel Leisure Trust.

Cllr Taylor proposed moving the meeting into confidential session; seconded by Cllr Coleby; all in favour.

### 51. Resolution to close the meeting to the public

51.1 Any employment matters – There were no matters for consideration.

51.2 Any legal matters, including those listed with items **41.1a**, **47** and **48.6** above:

41.1a Plumbing and compliance relating to Community Halls (confidential) – A standard lease for all of the community halls is being progressed. Various issues have been reported and more robust arrangements are required.

**Lowestoft Town Council**  
**Meeting of the Finance and Governance Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**18:00 on 11 July 2019**

47.2 Consideration of any progress with the lease for the first floor of Hamilton House (confidential)  
Confidential papers were presented and discussed. The AID Committee had also previously considered this and the Finance and Governance Committee agreed with their comments. Cllr Coleby made a confidential proposal; seconded by Cllr Taylor; all in favour.

47.3 Consideration of the Supplemental Agreement between East Suffolk Council, The Marina Theatre Trust and Lowestoft Town Council, and governance arrangements for the Marina Theatre (confidential) – The Clerk has provided a full commentary to East Suffolk Council regarding the comments previously submitted by the Town Council on the supplementary agreement. The Theatre has been alerted to the Council’s decision regarding its governance arrangements and will be sending representatives to the next Full Council meeting to discuss Lowestoft Town Council’s representation on the Marina Theatre Trust Board.

47.4 Consideration of Land Registry issues (confidential) – This is a complicated issue and the Clerk aims to have it resolved by the end of July, and as much as possible by the next Full Council meeting.

The confidential Proposal Report from Sentinel Leisure Trust was discussed. The AID Committee have considered this also and made a recommendation to explore the legal and procurement issues relating to the Proposal Report.

The Chair closed the meeting 20:04.

Signed: .....  
8 August 2019